

YOUTH SERVICES COORDINATOR

Code No.: 6-25-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for the coordination of direct counseling services designed for youth with personal and social adjustment problems. Employees of this class review and monitor client progress, counseling techniques, and all confidential agency records and correspondence. Work is performed under the general direction of the Executive Director of the Youth Services Program. Direct supervision is exercised over youth counseling staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises all counseling activities which include group, family, telephone, and runaway counseling;

Supervises youth counselors to monitor and discuss client caseload, individual client progress, counseling techniques, treatment plans, client referral process and all client-related matters;

Maintains all confidential client and agency records, correspondence, and information;

Supervises all court-related matters including legal and court procedures;

Maintains liaison with Mental Health Agencies, school districts and other youth-related agencies;

Provides short-term crisis intervention and on-call service for emergencies such as runaway problems, child-abuse cases, homeless youths, etc.;

Prepares agenda for various staff meetings;

Collects and compiles agency statistics;

Trains new youth counselors in agency and counseling procedures and techniques.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles of counseling, good knowledge of youth rights, laws, and the juvenile justice system; good knowledge of personal and social adjustment problems of adolescents, ability to coordinate services at staff level and within community; ability to respond effectively to crisis intervention situations; ability to supervise and train staff; ability to write narrative reports; good oral and written communication ability; good judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work or a closely related human services field plus three (3) years of social work or counseling experience. A minimum of two (2) of these years shall have emphasized youth service or youth counseling, one (1) year of which shall have been in a supervisory capacity; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social work or closely related human services field plus four (4) years of social work or counseling experience. A minimum of two (2) of these years shall have emphasized youth services or youth counseling, one (1) year of which shall have been in a supervisory capacity.

REVISED: September 3, 1981